

Granville Township  
Minutes of Regular Meeting, August 12, 2015

Present: Granville Township and Granville Roads District Trustees\* Melanie Schott, Fred Abraham, Kevin Bennett, Fiscal Officer Jerry Miller,  
Department Heads: Acting Chief Casey Curtis  
Guests: Chuck Peterson  
          Andy Wildman, GRD Director  
          Steve Layman, Township Green Space Consultant

Trustee Schott called the meeting to order at 7:00 PM followed by the Pledge of Allegiance.

Approval of Agenda:

Trustee Bennett asked to add to executive session under ORC 121.22(G)(3), discussion of advice received from the Licking County Prosecutor's office.

Trustee Abraham moved to approve the amended agenda. Trustee Bennett seconded and the motion passed by unanimous vote.

Approval of Meeting Minutes:

Trustee Bennett made the motion to approve the minutes; Trustee Abraham seconded the motion and the motion carried by unanimous vote.

Public Comment:

There was no public comment.

Correspondence Received or Sent:

FO Miller reported on correspondence:

- The Licking County Auditors office requested an updated debt schedule from the Township. FO Miller noted this happens annually at this time of year. FO Miller reported the Township currently has no debt and provided that information to the Auditors Office.
- Wichert Insurance provided a questionnaire looking for updated employment information. FO Miller noted Wichert Insurance is the broker for the Townships VFIS Accidental Insurance Policy which provides benefits to our full time employees and volunteers. FO Miller stated he and Chief Hussey are reviewing the policy and have asked Andy Franks, a representative from the Frank Gates Company, which provides Worker's Compensation support to the Township to provide some input. The Township needs a better understanding of how Workers Comp and the VFIS policy would work together when someone is injured.
- FO Miller reported various insurance brokers have contacted his office showing interest in providing medical benefits to the Township. The Dawson Insurance is the current medical insurance broker for the Township. Frank Harmon, of Ohio Insurance Agencies and Weichert Insurance have expressed interest in representing the Township. FO Miller is in conversation with all the companies to better understand what they can offer the Township.

- FO Miller reported he received call from a woman representing We Joy Sing regarding a search for a facility to use for the business. FO Miller suggested she contact the GRD.

Elected Official Reports:

FO Miller reported he:

- Attended a Joint Economic Sustainability Meeting on July 28, 2015.
- Attended the Cherry Valley Road Interchange Groundbreaking Reception on July 31.
- Attended, along with Travis Binckley, Ohio Public Works Commission application training at the County Administration Building on August 4, 2015, to learn about grant writing procedures. The annual deadline for submission is the first Monday in October of each year. \$12,000,000 is available this year, but the Township is limited to road projects. FO Miller suggested Trustee Abraham work with Superintendent Binckley
- The Township received a gift in the amount of \$35,000 from Denison University, which is an annual donation the University makes to the Township in appreciation of the work the Fire Department provides for the school.

Trustee Bennett made a motion to accept the \$35,000 donation from Denison University. Trustee Abraham seconded the motion and the motion carried by unanimous vote.

FO Miller had no supplemental appropriations.

FO Miller provided a list of the warrants and payroll checks issued. FO Miller requested approval for the warrants, withholding vouchers, debit memos, and EFT's which were issued.

On a motion by Trustee Abraham and a second by Trustee Schott, by a unanimous affirmative vote the following warrants, withholding vouchers, debit memos, EFT's, and if applicable, then and now purchase order certificates were approved for payment and processing:

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount
737-2015	07/24/2015	07/20/2015	CH	Medical Mutual of Ohio	\$13,669.47
738-2015	07/31/2015	07/28/2015	EP	Frederick Lee Abraham	\$1,069.54
739-2015	07/31/2015	07/28/2015	EP	Joseph C Asselin	\$982.08
740-2015	07/31/2015	07/28/2015	EP	Susan A Bain	\$227.92
741-2015	07/31/2015	07/28/2015	EP	Thomas M Barnhill	\$578.13
742-2015	07/31/2015	07/28/2015	EP	Margaret H Barno	\$281.71
743-2015	07/31/2015	07/28/2015	EP	Andrew R Baughman	\$1,725.21
744-2015	07/31/2015	07/28/2015	EP	Brynn Kevin Bennett	\$1,066.42
745-2015	07/31/2015	07/28/2015	EP	B. Travis Binckley	\$2,017.90
746-2015	07/31/2015	07/28/2015	EP	Charles D. Borden	\$917.07
747-2015	07/31/2015	07/28/2015	EP	Thomas A. Bowman	\$1,640.98
748-2015	07/31/2015	07/28/2015	EP	Tyler J. Bryan	\$1,047.52
749-2015	07/31/2015	07/28/2015	EP	Joshua M Butt	\$926.11
750-2015	07/31/2015	07/28/2015	EP	Derwin R Clemens	\$1,681.82
751-2015	07/31/2015	07/28/2015	EP	Casey R. Curtis	\$1,706.98
752-2015	07/31/2015	07/28/2015	EP	Alexander J Daniels	\$569.12
753-2015	07/31/2015	07/28/2015	EP	C. Michael Duncan	\$305.70
754-2015	07/31/2015	07/28/2015	EP	Troy A Elmore	\$139.88
755-2015	07/31/2015	07/28/2015	EP	Bradley D Essick	\$2,101.67
756-2015	07/31/2015	07/28/2015	EP	John R Guegold	\$811.57
757-2015	07/31/2015	07/28/2015	EP	Benjamin S. Hagstad	\$272.64
758-2015	07/31/2015	07/28/2015	EP	Joshua B. Harrison	\$173.06
759-2015	07/31/2015	07/28/2015	EP	Kevin M Henry	\$624.77
760-2015	07/31/2015	07/28/2015	EP	Brianne M Hill	\$1,644.46
761-2015	07/31/2015	07/28/2015	EP	Jeff A Hussey	\$2,426.22
762-2015	07/31/2015	07/28/2015	EP	Jeremiah C Irwin	\$272.64
763-2015	07/31/2015	07/28/2015	EP	Aaron C. Jones	\$510.36
764-2015	07/31/2015	07/28/2015	EP	Brian P. Jones	\$139.88
765-2015	07/31/2015	07/28/2015	EP	Bradley A. Leckrone	\$398.61
766-2015	07/31/2015	07/28/2015	EP	Terry L. Lynn Jr	\$507.02
767-2015	07/31/2015	07/28/2015	EP	Nicholas J Marcum	\$526.10
768-2015	07/31/2015	07/28/2015	EP	Ralph R Meisenhelder	\$622.52
769-2015	07/31/2015	07/28/2015	EP	Troy A Melick	\$257.11
770-2015	07/31/2015	07/28/2015	EP	Daniel J Mercer	\$125.72
771-2015	07/31/2015	07/28/2015	EP	Jerry A Miller	\$1,616.83
772-2015	07/31/2015	07/28/2015	EP	Maxwell F Newton	\$763.40
773-2015	07/31/2015	07/28/2015	EP	Tyler S Poe	\$594.81
774-2015	07/31/2015	07/28/2015	EP	Brandon T. Reece	\$1,654.26
775-2015	07/31/2015	07/28/2015	EP	Steve L. Riley Jr.	\$151.65
776-2015	07/31/2015	07/28/2015	EP	Andrew T. Saunders	\$1,541.86
777-2015	07/31/2015	07/28/2015	EP	Melanie J Schott	\$1,102.63
778-2015	07/31/2015	07/28/2015	EP	Douglas W. Smith	\$640.14
779-2015	07/31/2015	07/28/2015	EP	Scott M Smith	\$547.55
780-2015	07/31/2015	07/28/2015	EP	Seth W Teagle	\$281.29
782-2015	07/31/2015	07/28/2015	EW	Park National Bank-IRS (Fed, Med & SS w/h)	\$7,169.13
783-2015	07/31/2015	07/28/2015	EW	Ohio Public Employees Deferred Comp.	\$1,517.00

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount
784-2015	07/31/2015	07/28/2015	EW	OCSPay Center-Knox Cty 7085726383	\$682.62
785-2015	07/31/2015	07/28/2015	EW	AFLAC	\$1,408.31
786-2015	07/31/2015	07/28/2015	EW	Ohio Department of Taxation	\$3,288.12
787-2015	07/31/2015	07/28/2015	EW	School District Income Tax	\$365.04
788-2015	07/31/2015	07/28/2015	EW	Village of Granville - Income Tax Dept	\$1,837.07
789-2015	07/31/2015	07/29/2015	EW	Park National Bank - for OPERS ACH Dr	\$6,193.19
790-2015	07/31/2015	07/29/2015	EW	Park National Bank - OP&FPP	\$19,327.79
791-2015	07/31/2015	08/03/2015	CH	Granville Township - Dummy vendor	\$3,196.20
792-2015	07/31/2015	08/04/2015	CH	Windstream	\$371.90
793-2015	07/31/2015	08/04/2015	CH	Columbia Gas - Utility Payments	\$305.18
794-2015	07/31/2015	08/04/2015	CH	Village of Granville	\$317.48
795-2015	07/31/2015	08/04/2015	CH	American Electric Power	\$1,584.41
837-2015	07/31/2015	08/11/2015	CH	American Electric Power	\$22.49
10803	07/31/2015	07/28/2015	WH	Park National Bank - G Twp FSA W/H	\$1,626.87
10804	08/04/2015	08/03/2015	AW	Ace Truck Equipment	\$267.00
10805	08/04/2015	08/03/2015	AW	Dish Network	\$35.21
10806	08/04/2015	08/03/2015	AW	Fackler Country Gardens Inc	\$983.84
10807	08/04/2015	08/03/2015	AW	Finley Fire Equipment Co., Inc.	\$920.00
10808	08/04/2015	08/03/2015	AW	Fire House	\$90.00
10809	08/04/2015	08/03/2015	AW	Granville Lumber	\$42.48
10810	08/04/2015	08/03/2015	AW	Hope Timber Garden Center Ltd	\$75.00
10811	08/04/2015	08/03/2015	AW	Indoff Incorporated	\$151.60
10812	08/04/2015	08/03/2015	AW	Janet L. Packard	\$10.00
10813	08/04/2015	08/03/2015	AW	Johnson Appliance Sales & Service	\$65.00
10814	08/04/2015	08/03/2015	AW	Keytel Systems	\$445.00
10815	08/04/2015	08/03/2015	AW	M & H Screen Printing	\$1,590.00
10816	08/04/2015	08/03/2015	AW	McDonald Auto and Truck Repair	\$916.09
10817	08/04/2015	08/03/2015	AW	MT Business Technologies Inc	\$59.13
10818	08/04/2015	08/03/2015	AW	MT Business Technologies Inc	\$53.08
10819	08/04/2015	08/03/2015	AW	Quality Fire Protection	\$391.00
10820	08/04/2015	08/03/2015	AW	Scioto Materials LLC	\$364.16
10821	08/04/2015	08/03/2015	AW	Time Warner	\$117.49
10822	08/04/2015	08/03/2015	AW	Verizon Wireless	\$321.22
10823	08/04/2015	08/03/2015	AW	Wright Brothers Power, LLC	\$317.98

I hereby certify the funds were on hand or in process of collection and property appropriates for payment of the aforementioned warrants.

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Jerry A. Miller, Fiscal Officer

Trustee Schott reported she:

- Received an invitation to the Corporate Breakfast at Licking Memorial Health Systems on September 1, 2015.

- Received and responded to a call regarding a concern about no trash pick up on Maplewood and Potters Lane. Trustee Schott learned from Trustee Abraham the Maplewood issue was caused by road paving on Welsh Hills.
- Attended the Joint Economic Sustainability Meeting on July 28, 2015. The next meeting is September 16, 2015. Dan Evers from Licking County Economic Growth has been invited to attend.
- Attended the Joint Communication Meeting on July 31, 2015. Met David English, of Denison University.
- Plans to attend the Farm to Fork dinner at the Granville Inn on August 14, 2015.
- Received an email from a resident regarding the open space signs which are posted within the Township. The resident requested the signs be removed except when open space levy was on the levy it was close to an election. Trustee Schott stated prior Trustees have denied the request from this resident, noting the Trustees had received multiple compliments about the signage. Trustee Abraham suggested leaving the signs. Trustee Bennett agreed with Trustee Abraham, but suggested reaching out to the resident to see if there was a specific sign which could be easily moved. Trustee Schott will followup with the resident.
- Received a call from Doug Helman, the Director of Kendal at Granville, who reported the Southwest Pathway proposal to ODOT did not receive funding and was seeking funding from another source. Trustee Schott told Mr. Helman the Township support related only to the ODOT proposal. Mr. Helman also asked about the deer hunting program and Trustee Schott made the suggestion he contact Mollie Prasher at the Village office.
- Regarding the Benson property, the grass has been mowed. Chad Brown, of the Licking County Health Department, will research case law with the County Prosecutor, regarding the criteria of demolition of this property.

Trustee Abraham reported he:

- Had a conversation with Bob Queen with Local Waste Services, regarding problems with the trash company and suggested Mr. Queen address customer phone calls and emails in a timely manner and report to Trustee Abraham how each complaint is handled.

Trustee Bennett reported he:

- Attended the Joint Economic Sustainability Meeting on July 28, 2015.
- Attended the Joint Communications Meeting on July 31, 2015.
- Attended the Cherry Valley Road Interchange Groundbreaking Reception on July 31, 2015.
- Initiated a regular set of meetings with Chief Hussey.
- Had several discussions with Dan Hecht who is head of security at Denison University, as well as Laurel Kennedy.
- Received a call from the office of Adam Weinberg, President of Denison University, to set up a meet and greet.
- Had conferences with an environmental specialist from the Army who deals with spent munitions and will later discuss with him an environmental study at the shooting range.

Roads District:

Trustee Abraham reported crews:

- Finished the second round of mowing
- Berming has continued on newly paved roads
- Repaired low spots on Silver Street (gas pipe area) and another on Knoll Drive
- Repaired a sinkhole on Denison Court
- Repairs were made to a property on Orchard Drive which was damaged by paving vehicles.
- Repaired a culvert on Mill Race

Trustee Schott stated she receive a complaint about Township road paving notifications. Trustee Abraham explained something happened where the reverse 911 system was not used this year. It was agreed it should be used in the future. FO Miller reported the reverse 911 was used to inform residents concerning the County's paving project on Welsh Hills Rd.

Cemetery Department:

Trustee Abraham reported the following activity:

- Two funerals were held.
- One grave was sold, with one deed to be signed.

Parks Department/ Granville Recreation District (GRD)/ Bryn Du Commission:

GRD Lease Agreement:

Trustee Schott reported Licking County Assistant Prosecuting Attorney (APA) Austin Lecklider had concerns with the agreement being referred to as a "lease agreement"; however, the document was ready if it were a "property maintenance and operations" one. APA Lecklider further noted if it were a lease it would need to be filed as a lease with the recorders office, using language from the Ohio Revised Code in the agreement to cover the Township from all liabilities and would like to have further discussion if it were a lease.

GRD Director Andy Wildman explained from a grant perspective, the GRD would like it to be a "lease agreement". Director Wildman noted there certainly are other ways to obtain grants, like the Township sponsoring the grant, like the Rotary Bridge Project. Director Wildman noted the GRD Board of Trustees were concerned that if the title was a "joint operation agreement", then funding organizations, the State or foundations, would need clarity on the long term use of the property.

Discussion followed regarding the proposed lease/property maintenance and operations agreement and the legalities of each. Director Wildman noted the GRD was formed to be Granville's Public Parks Department, but currently owns no land, we just manage it.

Trustee Schott noted APA Lecklider questioned if it is called a "Lease" is the Township giving up some authority? Trustee Bennett asked to hold some discussion in Executive Session concerning the advice received from legal counsel.

The Trustees agreed to more deliberation on this important document and agreed they needed to get this right the first time. This will be kept on the agenda.

Trustee Abraham reported Superintendent Binckley and Andy Wildman did a walk through at the Platform Tennis Complex at Spring Valley Park with Gary Ryan to make sure everything was in order.

Fill in pot holds at reaccoon valley park.

#### Fire Department:

Acting Chief Casey Curtis reported Chief Hussey is in California fighting wild fires. The Chief is due back August 28.

Acting Chief Casey Curtis reported staff completed the following activities:

- To date, the Department has responded to 1132 calls with no major incidents to report.
- The Department has been busy at Denison University testing smoke detectors at every location.
- The Pelotonia occurred with no major incidents.
- Chief Hussey sent a note of thanks to Denison University for the \$35,000 gift.

#### Land Management/ Open Space:

Trustee Schott reported the Open Space Committee is being requested to attend the August 26, 2015 meeting to discuss a property.

#### Zoning

Trustee Abraham reported the following activity from the Zoning Inspector and Compliance Officer Binckley:

- Building Permit was issued for 1359 Welsh Hills Road for a porch and an addition.
- Building Permit was issued for 313 Beechwood Dr. for an addition.

#### Zoning Commission

Trustee Schott reported the Zoning Commission would meet August 17, 2015, to discuss solar energy and plan to hold a public hearing on solar energy. The Zoning Commission, Trustee Schott and Zoning Inspector Binckley were contacted by APA Austin Lecklider regarding a call he received from Denison University asking for more specific potential language on solar energy be added to the code. Trustee Bennett noted Denison University is not the only party involved in the solar energy discussion and others should be provided the opportunity to be included.

#### Zoning Appeal Board (ZBA)

No report

#### Old Business:

##### SR37/James Road Properties:

Steve Layman, Township Realist Broker reported no interest has been expressed on these properties. Mr. Layman suggested lowering the price if the Trustees need to sale them quickly. It was agreed the price could be discussed in Executive Session. Trustee Schott noted Mr. Layman has agreed to continue as the properties broker through the end of the year.

#### Township Purchasing Procedures:

FO Miller presented a purchasing policy which he had received from the Licking County Auditors Office. FO Miller noted he changed “County” to “Township” and “Auditor” to “Fiscal Officer”. Additionally had recommended adding a bullet based on the January 2015 Trustee approval to establish a \$2500 limit for the Fiscal Officer, Roads/Cemetery Superintendent and the Fire Chief. FO Miller suggested the language be added to the Township’s Personnel Manual to provide all employees easy access to the policy.

#### Requirements for Expenditure of Funds

The ORC places certain requirements at the Township level concerning the expenditure of funds. The following requirements must be followed to ensure that all appropriations are properly approved and certified. It should be note that there may be personal liability for violating the certification process. The Prosecuting Attorney may enforce this section of the ORC and the State Auditor may issue a Finding for Recovery.

- a. All funds must properly be appropriated for the purpose stated on each purchase order as required in ORC 5705.41(D).
- b. A proper warrant must be drawn against an appropriate fund as required in ORC 5705.41 (C).
- c. A Fiscal Officer Certificate must be obtained before a contract can be signed, or any order made. The certificate shall state that the amount required to meet the obligation in the fiscal year in which the contract is made has been lawfully appropriated for such purpose and the funds are in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrance as required in ORC 5705.41(D)(1). Any contract entered into without an Fiscal Officer Certificate is void and no warrant shall be issued in payment due as set forth in ORC 5705.41 (D)(1).
- d. When contracts and leases extend beyond the fiscal year, the Fiscal Officer shall make a certification for the amounts required to meet the obligation of the contract or lease maturing in the current fiscal year. The remaining unfulfilled portion shall be included in the annual appropriation measure for the next year as a fixed charge.
- e. Granville Township Fiscal Officer, Fire Chief and Roads Superintendent are authorized to sign purchases and contracts up to \$2,500 for items approved in the Township’s budget. For emergency expenses exceeding \$2,500, the representative Trustee must be contacted and may provide approval for the expense, following by a formal vote at the next Trustee meeting.

FO Miller asked for suggestions from the Trustees and time to review this with Chief Hussey and Superintendent Binckley once they return to work. This will remain on the meeting agenda.

#### Partition Fence Issue:

The Trustees have formally been asked to handle a partition fence dispute. The Trustees provided proper notice to the parties and will walk the property August 13, 2015. Trustee Bennett offered his expertise to help oversee the procedure of the partition fence issue and provided an explanation of the legal process. Trustee Bennett noted this costs associated with the hearing will be split between the parties. It was suggested a recording be taken of the proceeding vs using a court reporter, as it will be less expensive.

New Business

## Spring Valley Rental House:

FO Miller reported the failed refrigerator was inspected by an electrician and determined the refrigerator needed to be replaced. The replacement refrigerator was an approved emergency expense, therefore, it was purchased and installed at the property.

FO Miller presented the bills associated with the property:

1. The cost of the electrician (\$65)
2. The cost of the refrigerator (\$500)
3. Plumber fee to fix a faucet (\$65)

FO Miller requested a motion to move from the general funds contingency line item money to pay the previously listed bills.

Trustee Abraham made a motion to move from the general funds contingency line item money to pay the bills. Trustee Schott seconded the motion. Discussion on the motion followed concerning whether or not a new renter would lease the property if the present renter moved out, making updates to the property, and other uses for the property. With no further discussion, the motion passed by unanimous vote.

FO Miller read from the Spring Valley property lease to present the language that prohibits subletting the property.

FO Miller stated a prospective renter would like to have the living room carpet replaced. Discussion followed where the Trustees agreed they would need to recoup the cost of the carpet replacement. A motion was made by Trustee Abraham to replace the carpet at a cost of up to \$1200, from the general funds contingency line item, and to increase the rent to not less than \$1200 per month. Trustee Bennett seconded the motion and the motion carried by unanimous vote.

Discussion followed regarding renting the property and the possibility of changing the property to include only one kitchen instead of two.

## Shooting Range- Environmental Study:

FO Miller reviewed the history of McPeck Lodge/ Raccoon Valley Conservation Club stating when it was purchased ten years ago. At that time the Trustees had an environmental study completed to determine if the property had any environment issues. The Trustees agreed to keep the shooting range active and purchased the property.

In January 2015, the Trustees notified the Raccoon Valley Conservation Club, that once the 10 year agreement ended, they would like to close down the shooting range. The lease ended on July 31, 2015. The Trustees know that another environmental study would need to be completed and budgeted \$5500 in this years budget to pay for the study. Past Trustee Jenks and FO Miller previously researched companies and had discovered the CTL Company would do the study for approximately \$5500.

Discussion followed on the environmental study. Trustee Abraham stated it would be prudent to have the company go ahead and do the study. Trustee Bennett was concerned that due to certain open-ended clauses, that the fee might be larger than budgeted for.

Trustee Abraham made a motion to hire the CTL Company to do the study, but to first find out about the "open-end." Trustee Schott asked Trustee Bennett to negotiate with the CTL Company and he agreed. Trustee Schott seconded the motion and the motion passed by unanimous vote.

#### Executive Session

At 8:50 PM Trustee Schott made a motion to move into executive session for discuss the sale of Township land pursuant to section 121.22(G)(2) of the ORC and under 121,22(G)(3) to discuss legal council, Trustee Abraham seconded the motion. FO Miller called the roll with Trustee Schott, yes, Trustee Abraham, yes and Trustee Bennett, yes.

At 9:45 PM Trustee Schott asked to move out of executive session and Trustee Abraham seconded the motion. FO Miller called the roll with Trustee Schott, yes, Trustee Abraham, yes and Trustee Bennett, yes.

The meeting was adjourned at 9:45 PM.

#### Calendar Reminder

- Regular Board\* meetings 8/26/2015 and 9/09/2015 at 7:00 PM.

\*The Board of Township Trustees of Granville Township, Licking County, Ohio, meets in their dual capacity as the Board of Township Trustees of Granville Township and the Board of Granville Township Road District Trustees.